


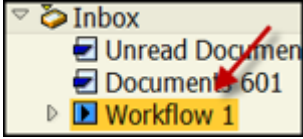

PA40 – Approving a Personnel Action Request

Process: A request for a personnel action for an employee has been submitted in SAP. Approvers are responsible for reviewing the request and attachments prior to approving or rejecting.

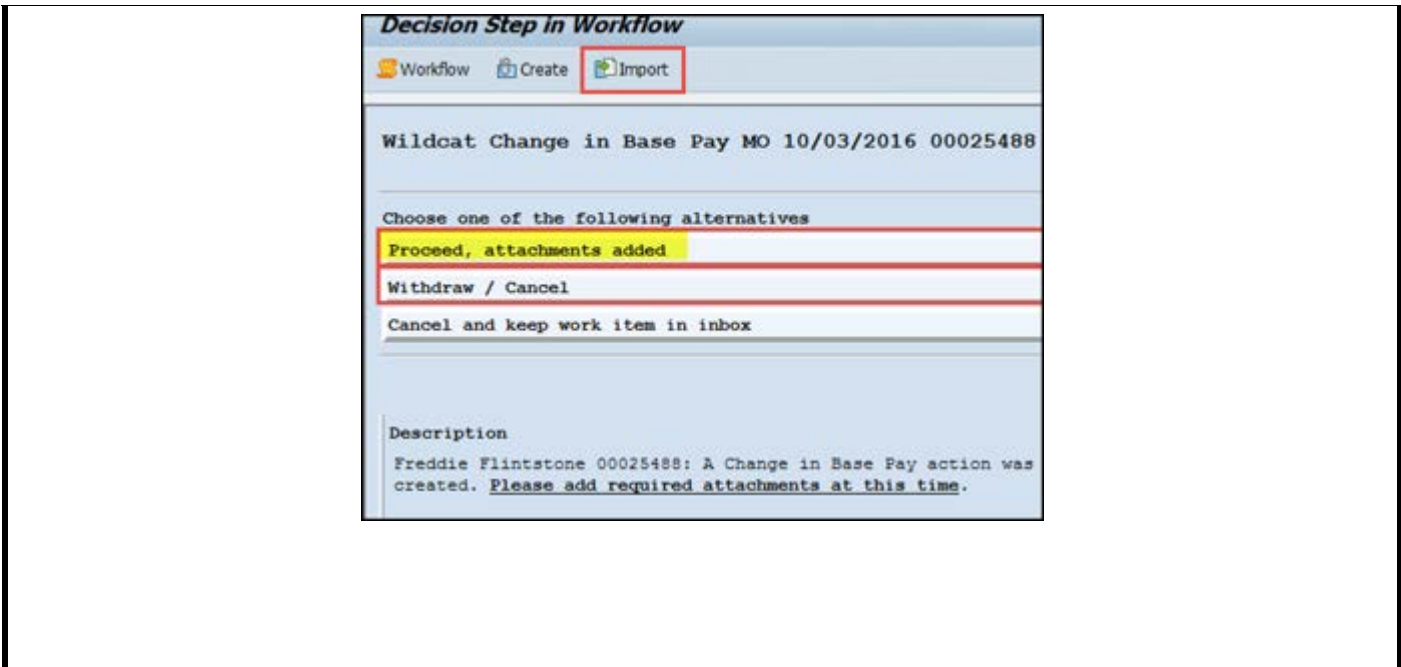
Role: Authorized Users

Frequency: When needed

Option 1: SAP

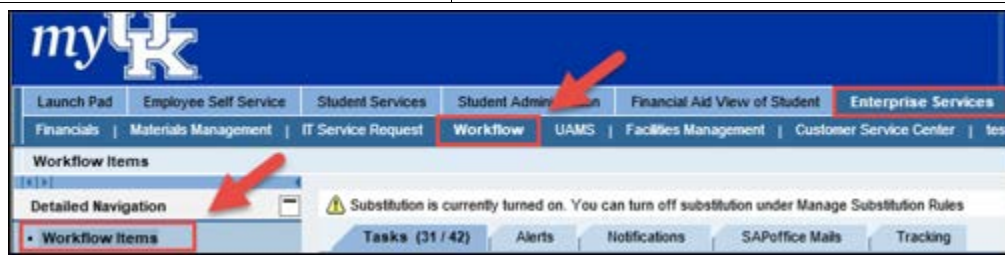
<p>Access the SAP Business Workplace</p>	<p>Enter transaction SBWP OR Click the SAP Business Workplace icon  in the SAP GUI SAP Easy Access screen</p>
<p>Open the workflow</p>	
<p>Add attachments (if necessary)</p>	<p>Click the  Import button to browse and open files to attach</p>
<p>Approve or reject</p>	<p>Click the button to approve or reject the request A text box will open to allow for comments to be added Comments are mandatory for rejections</p>

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Option 2: myUK Portal

Open your workflow tasks	Click on the Enterprise Services tab Click on the Workflow subtab Click on the Workflow Items menu option
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Open the workflow	
Add attachments (if necessary)	Click the Manage Attachments button Browse and upload files
Enter comments	Comments are mandatory for rejections
Approve or reject	Click the button to approve or reject the request